

Distance Learning Committee Notes: May 2, 2016

Present: Maria Fernandez, Nancy Shepard, Jim Gilmore, Shawn Abbott, Margie White, Todd Scott, Frank Cortese and Patrice Thatcher

Discussion Items:

Funding for training and conferences:

- Budget for 2016/2017 is not yet solidified. Nancy and Todd hope that monies previously in the Instruction Office budget (for Etudes training) and in the Distance Learning budget (for Etudes contract) will remain in the 2016/2017 budget and become available to support training needs as faculty transition to Canvas. The Etudes contract for 2016/2017 has already been paid so any budget for the contract should be available for training and conferences.

Stipend for Pilot Instructors:

- Stipends for pilot instructors, and/or faculty who have completed a course conversion to Canvas by a specified date (possibly 12/31/16), were discussed. Maria will further discuss these stipends with the Faculty Association. The committee is still hoping to launch the Pilot this fall. The committee may explore an additional stipend, at a later date, linked to reviewing online courses for consistency with the OEI rubric.

Committee Structure:

- The committee agreed that a need exists for the DL committee to move from an ad hoc structure to a standing committee structure. Due to the nature of the committee's mission, membership should include relevant staff and administrators in addition to faculty members.

DL Handbook and FAQ page:

- Margie provided a Table of Contents for the DL Handbook. Only one addition was suggested to the content areas: faculty and/or course evaluation. Currently, instructors, rather than courses, are evaluated.

Informational Email re Canvas:

- Nancy will distribute an email prior to the end of the semester with pertinent Canvas information, timelines and video links. In addition, the flyer for the Pilot will be distributed to all faculty as a further reminder of the pending transition.